

OPERATIONS DIRECTORATE SUPPORT OFFICERS MEETING

18 December 74

1. Items from the DDO Meeting - 18 December.

a. Holiday Coverage. Christmas and New Years will of course be full holidays. We do not yet have any indications whether or not the President might declare a special policy for the afternoon of the day preceding Christmas and New Years. In the absence of such a declaration, supervisors are asked to be as liberal as possible in granting annual leave. However, there should be at least telephone coverage on Christmas and New Years eve until 5 p.m. If the President or Civil Service Commission should issue special instructions, we will follow them.

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2. Other Items of Interest.

a. Travel Curtailment. As you know there is a possibility that Congress may require a 10 percent reduction in official travel during the last half of this fiscal year. The State Department, however, has already directed a 10 percent reduction beginning 1 January.

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b. Departee/Returnee Report. We have recently had a number of cases where Chiefs of Station have returned to headquarters on TDY and have either been omitted from the Division weekly reports or reported late. Since the summary reports are prepared for the DCI and DDCI, and are also given to other senior officers, they should be both timely and complete. Please be sure that all Chiefs of Station and the Chiefs of the larger Bases are reported as early as possible.

c. Top Secret Approval Authority. In the past we have followed the practice of including a Chief of Station's Top Secret approving authority in the memorandum which is forwarded to the DCI to obtain approval for his assignment. The DCI has now signed a memorandum which delegates Top Secret approving authority to all Chiefs of Stations and Bases, including [REDACTED] Bases, and it is no longer necessary to include this authority in the memorandum which requests DCI approval of the assignment. Authority will not be delegated to the Deputies, but a Deputy who is "Acting" as COS or COB will have the authority while he is in the position. There are presently a number of Deputies who have been separately granted the authority as individuals. This will not be withdrawn, but it will be allowed to expire as they rotate.

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25X1C d. Taxability of Overseas Allowances. You have all received copies of the State Department unclassified message to the field entitled, "The Allowances Emergency," and dealing with the pending legislation to make overseas allowances taxable income to the recipient. It was sent by AFSA. We understand from OLC and OGC that this legislation is practically dead, at least this session, so the political action recommended by AFSA is not required. We do not plan to send anything to the field, but you can respond to any individual inquiry you get from a field station.

25X1A e. Travel. We have recently become aware of a travel restriction which has apparently existed for some time.

The law stipulates that for this type travel only the regular per diem rate can be paid.

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